

Silent Auction Item Solicitation Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

We hope this message finds you well. As we prepare for our annual fundraising gala on [Insert Date], we are reaching out to seek your support in the form of a silent auction item. This event aims to raise funds for [specific purpose or project], and your contribution would greatly enhance our efforts to make a difference in the lives of our patients and community.

We are seeking items such as:

- Gift certificates
- Artwork
- Experience packages
- Unique memorabilia

Your generous donation will not only help us achieve our fundraising goals but will also provide great exposure for your business to our attendees. We would be pleased to recognize your contribution in our event materials and during the auction itself.

If you are willing to donate an item or have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address]. We truly appreciate your consideration and support.

Thank you for your time, and we look forward to the opportunity to partner with you for this important cause.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]